



AMERICAN MEDICAL INSTITUTE INC.

BUILDING TOMORROW'S LEADERS TODAY.

6902 Cook Rd. Houston TX 77072

American Medical Institute Admission Policy

American Medical Institute (AMI) is an equal opportunity employer and follows the same policies in accepting applications from potential students. American Medical Institute is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, TX Department of Licensing and Regulation, Texas Workforce Commission and COE guidelines and the Veterans Administration Education Department.

To be eligible for admission, an applicant must be able to read and write English (shall be evidenced by in-house admission reading and writing skills test). Candidates will answer questions following a designated reading assignment with 75% success to be admitted.

The student must meet the following requirements:

- Interview with an Admissions Representative.
- Applicant must be at least 18 years of age.
- Present proof of appropriate secondary education such as:
 - High School Diploma, GED Certificate or other state-sanctioned test or diploma-equivalency certificate. Some examples of secondary level education are:
 - Homeschooled – has completed homeschooling at the secondary level as defined by state law; has completed secondary school education in a home school setting which

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qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, s/he must obtain this credential to be eligible for FSA funds if the state requires it. S/he can include in their homeschooling self-certification that s/he received this state credential. An eligible institution is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are beyond the compulsory age of attendance for the school's state, or are dually enrolled at the college and a secondary school.

- Foreign High School diploma or transcript – High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement as long as the diploma is equivalent to a U.S. high school diploma.

Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

- or HiSET
 - Criminal background check and Physical Exam (paid by the student)
 - **ATB/Career Pathway** - At this time American Medical Institute does not admit student using ATB for any of its Title IV, HEA programs.
 - Tour the Institute facility.
 - Meet with a Program Director or Director of the school.
 - Sign a Student Disclosure Form.
 - Sign an Enrollment Agreement.
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- To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he or she:
 1. Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);

2. Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state- sanctioned test or diploma-equivalency certificate;
 3. Has completed homeschooling at the secondary level as defined by state law; or
 4. Has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home- schooled student to receive a credential for their education.
 5. Has completed one of the ability-to-benefit (ATB) alternatives and was first enrolled in an eligible postsecondary program prior to July 1, 2012.
 6. The applicant must provide this documentation during the enrollment process. The applicant will not be accepted until all documents are provided and are on file.
- American Medical Institute does not have a Career Pathways Program.
 - Finalize financial arrangements prior to class start.

Diploma mill definition – An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

Americans with Disabilities Act of 1990

Have no temporary or permanent disabilities that would prevent you from safely doing all that the curriculum requires and must be able to lift at least 40 lb. weight and stand up for long periods of time. Where a condition like pregnancy exists, a signed letter from a physician must be obtained stating that the student can safely perform the tasks involved during the course of the classes. The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission

requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

Policy on Transferring/Earning Credits

Coursework and/or credit from this school may not be transferrable to other institutions of education and acceptance is at the discretion of the receiving institution. AMI does not accept the transfer of credits from other institutions, and transferable credits will not be earned by completing AMI programs.

Policy on Transferring Between Programs within the Institution

Programs offered at American Medical Institute are self-contained. Students do not transfer from other institutions, nor do they transfer between programs within American Medical Institute.

Veterans Benefits/Other Funding Sources

All programs of study at American Medical Institute are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. American Medical Institute is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

| | Possession of illegal drugs | Sale of illegal drug |
|-------------|--------------------------------|--------------------------------|
| 1st Offense | 1 year from date of conviction | 2 year from date of conviction |
| 2nd Offense | 2 year from date of conviction | Indefinite period |
| 3+ Offenses | Indefinite period | |

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The first day of class will include financial aid and academic orientation, in which

the students will sign their enrollment contract, student permit form and additional required paperwork.